

**BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY**

Meeting Date: August 16, 2006

Division: County Administration

Bulk Item: Yes X No

Department: County Administration

Staff Contact Person: Debbie Frederick

AGENDA ITEM WORDING:

Approval of Resolution setting forth the types of expenditures permissible for the allocation of funds to host social events or give prizes or awards for the purpose of boosting employee morale.

ITEM BACKGROUND:

This Resolution sets the types of expenditures permissible for the disbursement of these funds.

PREVIOUS RELEVANT BOCC ACTION:

Approval to advertise a public hearing on an ordinance to allocate funds to host social events or give prizes or awards for the purpose of boosting employee morale was approved on July 19, 2006.

CONTRACT/AGREEMENT CHANGES:

N/A

STAFF RECOMMENDATIONS:

Approval.

TOTAL COST: -0-

BUDGETED: Yes No

COST TO COUNTY: -0-

SOURCE OF FUNDS:

REVENUE PRODUCING: Yes No **AMOUNT PER MONTH** **Year**

APPROVED BY: County Atty X OMB/Purchasing Risk Management

DIVISION DIRECTOR APPROVAL: Debbie Frederick
Debbie Frederick

DOCUMENTATION: Included X Not Required

DISPOSITION:

AGENDA ITEM #

M E M O R A N D U M
Office of the County Administrator

TO: BOCC

FROM: Debbie Frederick
Deputy County Administrator

DATE: August 1, 2006

SUBJECT: Agenda Item Information

The attached Resolution sets the types of expenditures permissible for the disbursement of funds to host social events or give prizes or awards for County employees. Also, on the August 16th agenda is a Public Hearing on an Ordinance providing an allocation of funds to host social events or give prizes or awards for the public purpose of boosting employee morale.

Maintaining and improving morale among County employees serves a proper public purpose by encouraging “team” spirit and a sense of pride in working for Monroe County. Happy employees make happy customers. This Resolution and the Ordinance will allow management to recognize and award employees when they feel it is appropriate for going above and beyond, being creative, coming up with a bright idea, cost savings to the County, etc. These awards or recognition can be as simple as a certificate to holding a breakfast or luncheon celebration. The Administration may also hold an annual celebration. All activities are to have prior approval by the County Administrator or Deputy County Administrator in order to maintain control over these activities. Although there is no cost to the County to approve the Resolution and Ordinance, funds have been budgeted in the fiscal year 2007 budget for these expenditures.

RESOLUTION NO. _____ -2006

**A RESOLUTION BY THE MONROE COUNTY BOARD OF
COUNTY COMMISSIONERS SETTING FORTH THE TYPES OF
EXPENDITURES PERMISSIBLE FOR THE ALLOCATION OF
FUNDS FOR SOCIAL EVENTS AND FOR PRIZES AND
AWARDS FOR THE PURPOSE OF IMPROVING AND
MAINTAINING EMPLOYEE MORALE.**

WHEREAS, Ordinance No. _____ provides that the Board of County Commissioners may allocate to County departments funds to host social events or give prizes or awards for the public purpose of boosting employee morale and retaining employees;

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of County Commissioners:

Section 1. The County Administrator may allocate funding for employee morale events, and at his discretion may use the funds county wide, intra-county, or within each division or department.

Section 2. The County Administrator may arrange intra-county or county wide recognition programs and social gatherings including immediate family members to improve employee morale and in order to promote employee retention. These activities may include, but not be limited to holiday parties or summer picnics with catered or purchased food. Food and associated items may be purchased such as uncooked food, pre-prepared food, deli platters and side dishes, condiments, paper products, beverages, soda, water, ice, plastic ware and other customary items.

Section 3. Other permissible activities and purchases include purchased gift certificates granted by random drawing(s), departmental functions or divisional functions, such as an annual breakfast, luncheon or dinner; awards and prizes, and items to recognize participation in, and promoting, the Sterling program or other achievement based programs, such as length of service or safety programs, or suggestion awards.

Section 4. The total dollar amount of food and other items listed above for an event purchased or catered from any one vendor shall not be accumulated for the purpose of the purchasing policy.

Section 5. Departmental or divisional breakfasts or luncheons shall not exceed the dollar amount for reimbursable breakfasts, lunches or dinners allowed per person while traveling, according to County ordinance.

Section 6. No alcoholic beverages will be allowed to be consumed at or be purchased for any function at any location.

Section 7. All activities and expenditures for these purposes shall require prior approval by the County Administrator or Deputy County Administrator.

PASSED AND ADOPTED by the Board of County Commissioners of Monroe County, Florida, at a regular meeting of said Board held on the 16th day of August, 2006.

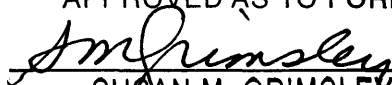
Mayor Charles "Sonny" McCoy
Mayor Pro Tem Dixie Spehar
Commissioner George Neugent
Commissioner Glenn Patton
District IV

(SEAL)
Attest: DANNY L.KOLHAGE, Clerk

BOARD OF COUNTY COMMISSIONERS
OF MONROE COUNTY, FLORIDA

By _____
Deputy Clerk

By _____
Mayor/Chairperson

MONROE COUNTY ATTORNEY
APPROVED AS TO FORM:

SUSAN M. GRIMSLEY
ASSISTANT COUNTY ATTORNEY
8-2-06